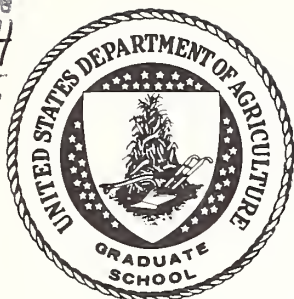


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# GRADUATE SCHOOL

CONTINUING EDUCATION  
FOR THE FEDERAL  
COMMUNITY

## *Newsletter*

### CALENDAR OF EVENTS

February 1970

March 3 Faculty Luncheon -- "Public Service Careers," by  
Norman McGough, chief, Division of Public Career Programs, Dept. of Labor  
4 Lecture -- "Recent Advances in Hormones," by  
Dr. Arthur W. Galston, Yale University. Plant  
Industry Station, Beltsville, at 10:30 a.m.

### NATIONAL AUDIOVISUAL CENTER

Does a central point for information, distribution, and sales for audiovisual materials produced by Federal government agencies sound like a good idea?

There is such a point -- it is the National Audiovisual Center, operated by the National Archives and Records Service, General Services Administration. We heard about the operation of this center at our February faculty luncheon from the man who is its information chief, William Wilson Taylor. Mr. Taylor also teaches several Graduate School graphic arts classes.



The National Audiovisual Center services both the general public and other Government agencies. In operation for less than a year, the Center has already issued a film catalog containing 3,500 entries. Slides and filmstrips are also listed and distributed, but motion pictures are the major item of interest, Mr. Taylor reported. Through its film sales, the Center is largely self-supporting -- its revenue for the first year is expected to come to about \$500,000.

Any Government agencies wishing assistance with distribution, sales, or information on audiovisual materials may use the Center's services. Agencies pay the Center a fee for its services if they wish to have their audiovisual materials distributed by the Center. Mr. Taylor invited calls for further information and gave his telephone number as Code 157, extension 7753.

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### TOWARD ACADEMIC EXCELLENCE

How about a meeting of all the Graduate School faculty -- or a series of meetings by subject matter -- to exchange ideas and discuss problems?

This was one of the suggestions at a recent meeting of our Committee on Academic Excellence, chaired by J. James McPherson. Other members of the committee attending were Forest H. Green, Robert A. Luke, Joseph L. Matthews, Wayne D. Rasmussen, M. Clare Ruppert, and Fred Schulman. Also attending were members of the Graduate School staff and two students, Ann Hodge and Peter Evans.

Among suggestions offered by Mr. Evans were: Quote in the Newsletter examples of successful classroom teaching methods; use photographs in the Newsletter of interesting class situations. Mr. Evans made the following useful comments about a course he had recently completed in the Graduate School: Each week a different student assisted the teacher as co-discussion leader; each student served as recorder for one of the class seminars; maximum participation by the class in discussion of homework assignments; encouragement for class members to distribute outside material on the course subject -- good exchange of ideas; each class member wrote a paper on a subject of his own choosing, in the field of the course subject; voluntary response was terrific by class members in taking on extra assignments; we read a textbook and concentrated on articles which provided a wealth of ideas on the subject -- each student wrote a synopsis on these articles and rated their value. Mr. Evans concluded, "As a result of this kind of coordinated effort, there was a spirit of creativity that will show results much beyond the classroom."

Another idea offered as an aid toward more effective teaching was the establishment of a "curriculum library." And there were many more, including the suggestion that we write a letter to faculty members listing the problems that come to our attention and inviting them to come to a luncheon meeting to help solve these problems.

But don't wait to be invited -- submit your ideas and suggestions at any time, by writing, by telephone, or in person.

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#### FACULTY NOTES

Recently named as Administrator of the newly established Foreign Economic Development Service of the U. S. Department of Agriculture was Quentin West, who teaches a Graduate School course in statistics. Dr. West was formerly head of the Foreign Regional Analysis Division of USDA's Economic Research Service.

David Granahan, chief of the USDA Exhibits Service, and another Graduate School teacher, was recently selected as Art Director of the Year by the Society of Federal Artists and Designers.

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#### TRAINING PROGRAM FOR OFFICE OF EDUCATION

A new venture in "State Educational Agency Management" training was completed in January for the U. S. Office of Education. It was a six week program conducted over a six month period designed to aid OE personnel in their management review of State Educational Agencies.

Pictured here are key persons responsible for the management program.

l. to r. seated B. Alden Lillywhite, deputy associate commissioner, OE Bureau of Elementary and Secondary Education, Fred Beach, assistant director; Henry Herrell, program coordinator; standing Irwin Kirk, executive officer; Harry Phillips, Division of State Agency Cooperation; Don Dafoe, Executive Secretary, Council of Chief State School Officers.





## INDIVIDUAL STUDY CENTER

The Individual Study Center uses the program learning technique to present instructional material by means of auto tutor teaching machines, cassettes, and programmed texts. Programmed learning frees the student to proceed, independent of other students, at his own speed, as fast or as slowly as his needs dictate. Complementing this is a qualified instructor providing stimulation, coaching, and expedition of the learning process.



Pictured here are students and the instructor working at courses in the Individual Study Center in Room 1416, South Building, Department of Agriculture.

Instruction is available from 7:30 a.m. to 9:30 p.m. Monday through Friday and may be taken five, three, or two days a week. Schedules can be arranged to accommodate the student.

Some students who learn faster can finish sooner; others can stay longer -- long enough to bring themselves up to a standard. Because of this flexibility, students can be enrolled now. Also, students can be accepted individually or on a contract basis.

Courses available are as follows:

### Auto tutor Courses

Basic Statistics -- \$80

Career English -- \$125

Computers -- \$125

Effective Management -- \$125

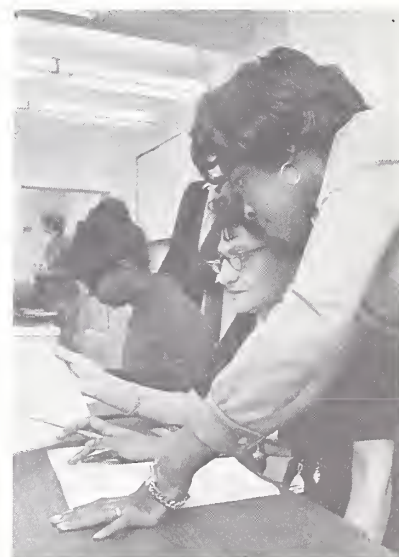
### Secretarial Skills:

Refresher Typing -- \$135

Refresher Shorthand -- \$150

Vocational English 1 -- \$120

For further information call Mrs. Carol McLean  
at 388-6693 or Code 111 extension 6693



Independent Study Program -- Graduate School  
Room 1416, South Building, 388-6693 or Code 111 x 6693  
U. S. Department of Agriculture, Washington D.C. 20250

-NOMINATION FORM-

Name: \_\_\_\_\_ Soc. Sec. No: \_\_\_\_\_  
Last First Init.

Position Title: \_\_\_\_\_

Department or Agency: \_\_\_\_\_

Office Mailing Address: \_\_\_\_\_

Office Telephone (Code and Ext.): \_\_\_\_\_ (Direct Dial): \_\_\_\_\_

Home Phone: \_\_\_\_\_

Course for which nominated: \_\_\_\_\_

Date of Course: \_\_\_\_\_

Person to be notified concerning acceptance of this nomination:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Telephone (Code and Ext.): \_\_\_\_\_ (Direct Dial): \_\_\_\_\_

PLEASE ATTACH PURCHASE ORDER OR FURNISH FOLLOWING INFORMATION FOR PAYMENT:

Agency: \_\_\_\_\_

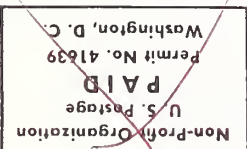
Name of billing officer: \_\_\_\_\_ Title: \_\_\_\_\_

His official address: \_\_\_\_\_

(Specify Location Desired)

National Agricultural Library  
Current Serial Records  
Room 1536 South Building

U.S. Department of Agriculture



U. S. DEPARTMENT OF AGRICULTURE  
GRADUATE SCHOOL  
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